

Report Date: 21 Feb 2014

Summary Report for Individual Task

101-F22-0013

Prepare Meals for Official Social Functions and Activities for General/Flag Officers

Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are an Enlisted Aide for a General/Flag Officer. You are responsible for preparing multi-course meals for official social functions and activities for a General/Flag Officer. You have access to a fully equipped kitchen with all required equipment, ingredients, and materials. You also have access to a dining facility, funds for purchasing ingredients, Protocol Office, all applicable references, and a computer. This task should not be trained in MOPP.

Standard: Prepare a four course meal for an official social function or activity. The meal must be planned and executed without errors. Each course should have the five components, crunch, sauce, fruit, nuts, and main.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Identify the type of function or activity.
2. Determine the number of guests.
3. Conduct a site survey.
4. Determine the equipment requirement.
5. Plan a four course meal.
6. Determine table service and arrangement.
7. Prepare and serve the meal.
8. Stock and manage the bar.
9. Maintain food safety and sanitation requirements.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier/Service Member a GO if all performance measures are passed. Score the Soldier/Service Member a NO-GO if any performance measure is failed. If the Soldier/Service Member scores a NO-GO, show the individual what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement. A fully equipped and operational kitchen is required for this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the type of function or activity.			
2. Determined the number of guests.			
3. Conducted a site survey.			
4. Determined the equipment requirement.			
5. Planned a four course meal.			
6. Determined table service and arrangement.			
7. Prepared and served the meal.			
8. Stocked and managed the bar.			
9. Maintained food safety and sanitation requirements.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	0-16-072398-1	Dietary Guidelines for Americans	No	No
	AR 40-25	NUTRITIONAL ALLOWANCES: STANDARDS AND EDUCATION	No	No
	DA PAM 600-60	A Guide to Protocol and Etiquette for Official Entertainment	No	No
	DOD INSTRUCTION 7250.13	Funding and Disposition Resources	No	No
	ISBN 087021-620-1	SERVICE ETIQUETTE	No	No
	ISBN 1-4172-2871-7	John Cleese, Wine for the Confused	No	No
	ISBN 13-118011-8	Culinary Fundamentals	No	No
	ISBN-13:978-0-7645-5734-7	The Professional Chef	No	No
	SERVSAFE	ServSafe Essentials	No	No
	TB MED 530	Occupational and Environmental Health, Food Sanitation	No	No
	THE FLAVOR BIBLE	The Essential Guide to Culinary Creativity	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Observe safety precautions in cooking and serving areas. Ensure knives are properly used and stored when not in use. Follow manufacturer's operating, safety, and maintenance instructions when operating equipment.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Enlisted Aide	Enlisted	MOS: 92G, ASI: Z5, Duty Pos: AJZ